

CITY OF BEAVERTON

Senior Librarian

General Summary

Provide professional level assistance to the Division Manager in budget preparation, Library program development and related issues. Serve as a lead worker over Librarians, paraprofessional and support staff.

Key Distinguishing Duties

Responsible for performing lead functions including the following: assign, schedule and review employee staff work and prepare performance evaluations.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Serve as a member of the Division leadership team. Evaluate performance and program effectiveness and recommend action for improvement as necessary. Prepare reports. Provide input into goal setting, long range planning and short term objectives.
2. Assign, schedule and review staff work. Provide coaching to employees and draft performance evaluations. Participate on hiring panels and make recommendations in the selection process.
3. Assist in the preparation and monitoring of the section budget. Prepare grants and work on other fund raising efforts.
4. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met.
5. Work at public service desks. Answer reference questions in all fields of knowledge. Provide assistance and recommendations on choices of reading materials and online information sources. Respond to special training needs.
6. Instruct patrons in use of collection, including databases and electronic resources, and create bibliographic/informational databases.
7. Plan and deliver programs and story times. Train others to present programs.
8. Perform and review collection development activities.
9. Visit assigned schools, pre-schools, and other organizations as requested. Offer information about the library.

10. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
11. Produce an acceptable quantity and quality of work that is completed within established timelines.
12. Model and coach employees on excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
13. Support the Library volunteer program. Coordinate volunteer scheduling, training, coaching and directing as needed.
14. Represent the City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
15. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
16. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
17. Participate in the City Emergency Management program including classes, training sessions and emergency events.
18. Follow standards as outlined in the Employee Handbook.
19. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Create displays. Compose brochures. Conduct tours.
2. Serve on or provide support to a variety of committees, task forces and advisory groups as assigned.
3. Perform related duties of a similar scope and nature.

Knowledge Required for Entry

- ◆ Working knowledge of practices and principles of library management.
- ◆ Working knowledge of special interests and library needs of the community.
- ◆ Basic knowledge of the laws and regulations governing library management.
- ◆ Advanced knowledge of book selection tools and library cataloging and classification systems.

- ◆ Advanced knowledge of technology including computers, CD ROM and on-line bibliographic/information databases.
- ◆ Advanced knowledge of reference tools and services used in a library environment.
- ◆ Advanced knowledge of practices, tools and techniques for assigned library division.
- ◆ Advanced knowledge of technology including computers, CD ROM, on-line bibliographic/informational databases and audio-visual equipment.
- ◆ Basic knowledge of public purchasing and contracting laws and regulations.
- ◆ Basic knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Basic understanding of strategic planning methods with an emphasis on services related to library management.
- ◆ Basic knowledge of human resources management practices.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required for Entry

- ◆ Strong skill in conceptual analysis and policy/program development and implementation.
- ◆ Ability to develop budget input and cost estimations.
- ◆ Strong ability to productively lead and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Ability to effectively lead a staff including training, coaching, scheduling and reviewing work.
- ◆ Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to apply and to coach employees on excellent internal and external customer service skills.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations and develop reports that may include technical information.
- ◆ Strong ability to use word processing, spreadsheet programs, the Internet or other application software as required for position.
- ◆ Strong ability to use library equipment including typewriter, adding machine, copier, microfiche/microfilm readers and printers.

Minimum Qualifications Required for Entry

Master's degree in library science from an American Library Association accredited school with three years progressively responsible experience as a professional librarian including 2 years in a special area of assignment and one year in a lead or supervisory role, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ (Some) Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Daily focus on a computer screen; precise control of fingers and hand movements; occasional dealing with distraught or difficult individuals; daily crouching, crawling, kneeling, lifting, stooping, bending, reaching and standing for 30 minutes at a time; occasional lifting, moving or carrying objects between 20 and 50 pounds; regular evening, weekend and holiday work; occasional operation of a motor vehicle on public roads.

Classification History

Revised: 11/07
Created: 11/04
Revised: 1/1/09

Status: SEIU
FLSA: Exempt

Department Head Signature

Date

Human Resources Signature

Date